



**POLICIES & PROCEDURES FOR THE DEVELOPMENT
OF AN
AMERICAN NATIONAL STANDARD**

1. INTRODUCTION

This document defines the Operating Principles and Procedures that will be followed by the Emergency Management Accreditation Program (EMAP) to comply with the requirements and policies of the American National Standards Institute (ANSI) for American National Standards (ANS) Developers. These requirements are defined in "**ANSI Essential Requirements: Due process requirements for American National Standards.**" Where the EMAP Operating Principles and Procedures are silent on an issue, the ANSI Essential Requirements document referenced above shall serve as the precedent document.

When operating outside of the ANSI Essential Requirements Procedures, EMAP Meetings and Committees shall follow the Operating Procedures for EMAP Meetings and Committees.

2. ORGANIZATION

2.1 Committees – The EMAP Technical Committee is responsible for developing new or revised language for Standards developed by EMAP, as these standards fall within the scope of these procedures. Additionally, this Committee will maintain and keep current the process, review, appeals, interpretations, compliance enforcement, on-site assessment materials, assessor training, self-assessment guidance, and other training and education activities relevant to the EMAP assessment and accreditation process. The EMAP Technical Committee must comply with the ANSI requirement for openness, balance, and due process.

The EMAP Technical Committee will serve as the "consensus body" for the purpose of documenting consensus on all American National Standards proposed by EMAP.

2.2 Commission – The EMAP Commission shall be the approving authority for all Committees operating in accordance with these procedures.

The Commission shall:

- a. Organize the Committees.
- b. Oversee compliance with these procedures, including periodic review as necessary.
- c. Apply for accreditation by ANSI and maintain accreditation in accordance with ANSI requirements.
- d. Maintain rosters of all Committees and Subcommittees.
- e. Establish and maintain standards for emergency management programs.
- f. Approve and discontinue all standards projects.

- g. Submit standards approved by the Committees with supporting documentation for ANSI review and approval as American National Standards.
- h. Ensure adherence to periodic maintenance of EMAP standards.
- i. Administer an accreditation process that encourages an applicant to bring its program into compliance with EMAP standards.
- j. Oversee or conduct a process of self-assessment, documentation, and on-site assessment of an applicant's compliance with established standards.
- k. Formally acknowledge compliance of a program by the issuance of a certificate of accreditation.
- l. Accept fees, grants, gifts, bequests, and other contributions that support the purpose of the Commission.
- m. Develop and maintain close working relationships with national, regional, state, and local associations and agencies and agencies in the emergency management and related fields for mutual growth and benefit.
- n. Educate legislative and executive branches of government and the public on the importance of fully capable emergency management programs at all levels of government based upon EMAP standards.
- o. Ensure that business affairs and the programs of the Commission and its affiliates are conducted on a nondiscriminatory basis.
- p. Promote the concept of voluntary self-regulation inherent in the accreditation process.
- q. Cooperate with other private and public agencies in a manner that will lead to the improvement in the accreditation program and the delivery of emergency management services.

2.3 Records – Material associated with the development of a Standard (including reaffirmations, revisions, and withdrawals) shall be retained in the EMAP files until the completion of the next standards cycle, or 5 years from the date of withdrawal as an American National Standard, for accuracy and historical purposes. The EMAP Commission will make the final decision on standards for publication and a historical file maintained at the EMAP headquarters (Falls Church, VA) for all standards published.

2.4 Membership - Participation in the EMAP Commission, Committees, and Subcommittees, is open to representatives associated primarily with the National Emergency Managers Association (NEMA) and the International Association of Emergency Managers (IAEM), but may also include personnel from other organizations and agencies that are involved in emergency management, homeland security, and/or public safety. Participation on the EMAP Technical Committee shall be open to all persons who are directly and materially affected by the activity in question. EMAP shall make a concerted effort to ensure that no interest category has a majority of members.

Representatives within the EMAP Commission, Committees, or Subcommittees shall be sufficiently diverse to ensure reasonable balance without dominance by any single interest group, individual, or organization.

Composition of these groups has been established in the following manner:

- a. The EMAP Commission – The Commission is composed of thirteen (13) commissioners who are appointed by the International Association of Emergency Managers (IAEM) and the National Emergency Management Association (NEMA); each organization will appoint five (5) commissioners. Commissioners represent a broad spectrum of public and private sector groups and are appointed according to the following categories of stakeholders:

The ten (10) commissioners represent the following types of organizations.

1. State emergency management (2, NEMA)
2. Local government emergency management (2, IAEM)
3. State government elected official's representative (1, NEMA)
4. Local government elected official's representative (1, IAEM)
5. State governmental official, emergency responder, planner, or public safety representative (1, NEMA)
6. Local governmental official, emergency responder, planner, or public safety representative (1, IAEM)
7. Academic from emergency management discipline/field (1, IAEM)
8. Private sector emergency management representative (1, NEMA)

Three (3) Commissioners will be appointed by the IAEM and NEMA representatives of the EMAP Commission to serve as "At-Large" members. The three (3) representatives will serve in the following categories:

1. International Emergency Management representative (1, EMAP, Non-US)
2. Federal Emergency Management representative (1, EMAP)
3. Urban Search and Rescue representative (1, EMAP)

The Commission chairperson and vice-chairperson are selected from within the Commission and are chosen by the members. Each commissioner holds office for three years or until his or her successor has been appointed. To ensure continuity on the Commission, the terms of office are staggered, with three seats expiring each year. Appointments are generally made each fall, with service beginning on January 1.

As an administrative feature of the EMAP Commission, an Executive Committee has been established, which is comprised of the Commission Chair, the Vice-Chair, and the Secretary-Treasurer. These individuals will be responsible for working with and addressing specific items relevant to EMAP staff, program expenses, and the viability of topics, which may affect the use of EMAP policies, procedures, and standards before they are presented to the full EMAP Commission. The Executive Committee may also be called upon to make decisions on urgent matters when it is not feasible to convene the full Commission.

- b. The EMAP Technical Committee – The Technical Committee is responsible for developing new or revised language for Standards developed by EMAP. This Committee will also maintain and keep current the process, review, appeals, interpretations, compliance enforcement, on-site assessment materials, assessor training, self-assessment guidance, and other training and education activities relevant to the EMAP assessment and accreditation process.

This Committee is comprised of personnel from the following categories:

1. State emergency management representative
2. Local government emergency management representative
3. State government elected officials' representative
4. Local government elected officials' representative
5. State governmental official, emergency responder, planner, or public safety representative
6. Local governmental official, emergency responder, planner, or public safety representative
7. Academic emergency management representative
8. Private sector emergency management representative
9. Other representatives as necessary

The Technical Committee is comprised of the following Subcommittees:

1. Standards Subcommittees – The Subcommittees are responsible for the continual review, update, and maintenance of Standards developed by EMAP. The Subcommittees make recommendations to the full Technical Committee for final consideration, revision, and approval. In addition, the Subcommittees are responsible for enforcing and maintaining the policies set forth by the EMAP Commission for a fair and consistent application of the EMAP standards through on-site peer assessments.
 2. Training Subcommittee – This Subcommittee is responsible for the development of on-site assessment materials, assessor and accreditation manager curriculum and tool development, and academic curriculum.
 3. Members of each of the Subcommittees will be appointed by the Technical Committee Chairperson and approved by the EMAP Commission.
- c. The EMAP Program Review Committees – The Program Review Committees are responsible for evaluating the findings made by EMAP Assessors following on-site assessments for programs. The Program Review Committees consider the assessor's findings, materials, and information provided by a candidate program before making recommendations to the EMAP Commission as to the status of accreditation. Membership composition for this Committee is the same as listed above.

2.5 Interest Categories – For purposes of developing an American National Standard, all members of the EMAP Commission and its Committees, and Subcommittees shall be classified as Public Representatives, Private Representatives, or General Interest Representatives in accordance with the definitions below. An individual in professional practice or a consultant, retained under an agreement indefinitely continuing with an organization, shall be classified in accordance with the classification of the organization retaining the individual and shall be so identified.

2.5.1 Public Representative: An individual that serves within a public or government emergency management or public safety program. Examples include personnel representing state, local, territorial, municipal, or tribal emergency management and public safety programs who will utilize EMAP policies, directives, and standards in the enhancement of these programs.

2.5.2 Private Representative: An individual or entity that serves within a privately owned business, directly related to or in the service of the emergency management or public safety field. Examples include but are not limited to contract and consulting firms; organizational and business management companies; computer software developers; security and risk advisors; health care and medical companies; and holders of private utilities and other pieces of critical infrastructure.

2.5.3 General Interest: The category of General Interest is comprised of members who may use EMAP policy, direction, and standards in further application of prevention and protection measures for specific populations and/or specific critical functions. This category includes, but is not limited to, agencies and organizations within the federal government; colleges, universities, and schools; hospitals, clinics, and other medical facilities; and other nations interested in applying or modifying EMAP policy, direction, or standards for application in for their own prevention and protection measures.

2.6 Membership Roster – The EMAP Commission shall prepare and maintain a membership roster documenting the classification of each Committee, Subcommittee, and Workgroup member. These rosters shall be circulated to the relevant committee members annually.

2.7 Termination of Membership – The Commission shall be authorized to terminate the membership of an individual of a Committee. A Committee member shall be considered inactive for failure to attend or otherwise participate in at least one Committee meeting for a calendar year. After one year of inactivity from a Committee member, the EMAP Commission may ask for a replacement. Committee members shall notify the EMAP Commission of any changes in employment affecting representation and shall submit a new application if continued membership on a Committee is desired.

3. MEETINGS

3.1 Frequency – The EMAP Commission and Technical Committees will review, revise, and reaffirm the American National Standards on a schedule not to exceed five (5) years from the date of its approval.

3.2 Notification – Where possible, all face-to-face meetings shall be announced via email and no less than four (4) weeks prior to the meeting date. All other meetings, including virtual meetings and conference calls, should be announced via email no less than two (2) weeks prior to the meeting date. Special exceptions for extraordinary circumstances may be made on an as-needed basis. When an exception for extraordinary circumstances is necessary, the EMAP Commission will announce the meeting as soon as practicable. A draft agenda shall be prepared and distributed with the meeting notice.

3.5 Open Meetings – Meetings of the EMAP Commission and Technical Committees are open for attendance by interested parties. Personnel attending may be subject to membership requirements and individual policies of each Committee (e.g., regarding registration, minimum attendance levels, etc.). Non-Committee members shall not have the right to vote. An Exception to the Open Meeting

Policy shall be at a time when the EMAP Commission is in an Executive Session. Once an Executive Session is called, only EMAP Commission members and EMAP staff are allowed to attend. Scheduling of Executive Sessions shall be done in advance of regular EMAP Commission meetings.

3.6 Quorum – A simple majority of the members of the Commission or Committee shall constitute a quorum for conducting business at a meeting. Matters shall be deemed approved by the affirmative vote of a majority of the members present. If a quorum is not present, actions on agenda items may be taken but shall be subject to ratification by a letter ballot of the EMAP Commission or Committee.

3.5 Parliamentary Procedures – The meetings of the EMAP Commission, Committees, and Subcommittees shall be conducted in accordance with Robert’s Rules of Order. If such rules are contrary to any provisions of the Articles of Incorporation or Bylaws of the Corporation, the articles or bylaws will take precedence.

4. NOTIFICATION OF STANDARDS DEVELOPMENT

Notification of Standards activity shall be announced in suitable media as appropriate to demonstrate the provision of opportunity for participation by all directly and materially affected persons. At the initiation of a project to develop or revise a Standard, notification shall be transmitted to ANSI using the Project Initiation Notification System (PINS) form, or its equivalent, for listing in the ANSI Standards Action. EMAP will address any comments received in response to the announcement of PINS in accordance with clause 2.5 of the ANSI Essential Requirements. A PINS form may be submitted, but is not required, at the initiation of a project to reaffirm or withdraw a Standard.

5. PUBLIC REVIEW AND COMMENT

Proposals for new Standards or comments on existing Standards shall be transmitted to ANSI for listing in the ANSI Standards Action (BSR-8) for comment. The EMAP Commission shall determine whether a listing of proposed standards actions shall be submitted before, during, or after each consensus body ballot and whether an announcement in other suitable media is appropriate. The Standards Subcommittees and the Technical Committee shall consider all comments that are received. The commenter shall then be notified of the Committee’s decision/response and reasons, therefore, in accordance with Section 7.9 to comply with the ANSI Essential Requirements.

6. SUBSTANTIVE CHANGE

A substantive change in a Standard is one that directly and materially affects the use of the Standard. Examples of substantive changes are below:

- a. “shall” to “should” or “should” to “shall”;
- b. the addition, deletion, or revision of requirements, regardless of the number of changes; or
- c. the addition of mandatory compliance with referenced standards.

7. VOTING PROCEDURES

7.1 Letter Ballots – Draft American National Standards will undergo the letter ballot process. In addition, substantive changes to and interpretations of all Standards shall be approved by letter ballot of the Technical Committee.

All new proposed American National Standards, substantive changes to, revisions to, reaffirmations and interpretations, and withdrawals of all Standards shall be approved by letter ballot of the Technical Committee.

Based on the EMAP Standards Review Cycle for all EMAP-developed Standards, the Technical Committee will complete letter ballots for the following Standards actions:

- When the EMAP Standards Subcommittees have developed proposed revised Standards for consideration by the Technical Committee, the Technical Committee will review and letter ballot to approve those Standards to be released for public review.
- When the EMAP Standards Subcommittees have reviewed and voted on all public comments on the proposed revised Standard and have compiled recommendations on the proposed revised Standard for consideration by the Technical Committee, the Technical Committee will review and approve the Standards by letter ballot.

7.2 Voting – Each member shall vote in accordance with one of the following positions on letter ballots:

- a. Affirmative
- b. Affirmative with comment
- c. Negative with comment
- d. Negative without comment
- e. Abstain

7.3 Voting Rights – A member’s representative shall ordinarily cast that member’s vote. The member’s alternate representative shall cast that member’s vote only if the member’s representative fails to vote.

7.4 Proxies – Unless otherwise provided by the EMAP Commission, votes of a Commissioner may be cast by proxy issued to any other Commissioner, provided, however, such proxies will not be counted in determining whether a quorum of Commissioners is present at a meeting of the Commissioners. Notice of proxy shall be provided to the secretary-treasurer before or at the meeting for which the proxy is effective.

7.5 Voting Period – The closure date for letter ballots shall be at least 30 days from the date of the issuance of the ballots. A reminder notice shall be sent approximately ten days prior to the close of the ballot to those who have not returned their ballots. The EMAP Commission shall be authorized to grant an extension of the voting period if deemed necessary.

7.6 Approved Actions – Approvals of, substantive changes to, revisions to, reaffirmations and interpretations, and withdrawals of all Standards shall be considered approved when all of the following conditions have been met:

1. A majority of the members have returned their letter ballot.
2. At least 75 percent of the votes cast, excluding abstentions and negatives without comments, are affirmative.
3. All negative votes with comments have been addressed in accordance with Section 7.9.

7.7 Reporting Votes – The results of each vote on all Standards shall be reported as follows:

- a. Number of members and their interest category (Public, Private, or General Interest).
- b. Number of members voting affirmatively.
- c. Number of members voting negatively with comments.
- d. Number of members voting negatively without comments.
- e. Number of members abstaining.
- f. Number of members not returning ballots.

7.8 Negative Votes – A negative vote shall be required to be accompanied by a comment (reason) and, if possible, should include specific wording or actions that would resolve the objection. A negative vote not supported by a comment or a negative vote accompanied by comments not related to the Standard are not required to be recirculated but are recorded as negative without comment on the ANSI Board of Standards Review (BSR) BSR-9 document during submittal to ANSI. The ballot shall be counted as returned for the purpose of establishing a quorum.

7.9 Consideration of Views and Objections – Committee(s) shall use the following procedures in attempting to resolve negative votes and public review comments:

- a. All negative votes and accompanied by any comments, will be forwarded to the Committee that drafted the proposed Standard for response and resolution. An effort shall be made to resolve all objections. Committee Officers (with other Committee members as necessary) will draft the response on behalf of the Committee. Negative votes may be judged as valid or comments not related to the standard. All comments are to be given a written disposition with reasons, therefore, in accordance with clause 2.6 of the *ANSI Essential Requirements*.
- b. Each commenter shall be advised in writing (including electronic communications) of the disposition of the objection and the reasons, therefore, for the disposition. In addition, each unresolved objection and attempt at resolution and any substantive change made in the proposed American National Standard shall be reported to the Committee in order to afford all members of the Committee an opportunity to respond, reaffirm, or change their vote.
- c. All substantive changes shall be submitted to ANSI via the BSR-8 document for further public review.
- d. Voting members or public review participants who have unresolved negative votes (comments) shall be notified of their right to appeal and of the appeals process in writing.

- e. All comments that have been determined to be unrelated to the standard, or the particular part of the standard under review, may be held as proposals for new work. The commenter shall be notified of this action.

8. INTERPRETATIONS

8.1 Processing Interpretations – Requests for interpretations of Standards shall be submitted in writing to the Secretariat and shall be forwarded by the Secretariat to Committee Officers. Any Committee member may prepare proposed interpretations with particular expertise on the subject in question. All proposed interpretations shall be prepared in writing and shall be submitted to the Secretariat for a letter ballot of the Committee. Interpretations shall be approved in accordance with section 7.6

8.2 Notification of Interpretations - Notification of approved interpretations shall be sent in writing to the requester. Notification shall also be given to other users of the Standards via the appropriate EMAP Committee email list(s) and posted on the EMAP website.

9. PATENT POLICY

EMAP has adopted the ANSI Patent Policy, as outlined in section 3.1 of the ANSI Essential Requirements.

10. COMMERCIAL TERMS & CONDITIONS POLICY

The essential requirements for exclusion of commercial terms and conditions from all American National Standards are specified in section 3.2 of the ANSI Essential Requirements. EMAP agrees to comply with this ANSI Commercial Terms and Conditions Policy. All American National Standards developed by EMAP must therefore comply with this policy. The policy includes the following:

Except as otherwise permitted by these Essential Requirements, ANS shall not include terms or conditions that are primarily contractual or commercial in nature, as opposed to technical, engineering, or scientific in nature. Thus, for example, an ANS shall not include contractual requirements (3.2.1); endorse or require the use of proprietary products or services (3.2.2); or endorse or require the use of particular conformity-assessment bodies, testing facilities, or training organizations (3.2.3).

3.2.1 Contractual Requirements

Except as provided below, ANS shall not include contractual requirements such as those relating to particular products or services, guarantees, warranties, reworks, indemnities, buybacks, price-related terms, and other conditions of sale or use.

3.2.2 Endorsements of Proprietary Products or Services

ANS shall not endorse or require the purchase or use of proprietary products or service providers as a condition of implementing the standard. Proprietary in this context means products or services that are the property of an owner and cannot be obtained or recreated without the consent of the owner. For example, an ANS may not endorse or require the

purchase or use of brand-name tools or components, licenses, manufacturer lists, service provider lists, or copyrighted materials.

However, for informational purposes, where known sources exist for products or services necessary to comply with the ANS, it is permissible, but not obligatory, to identify the sources (which may include a source's name and address) in a footnote, an appendix, or reference to a website. The referenced products or services shall be reasonably available from the referenced sources, the words "or the equivalent" shall be added to the reference, and the reference shall also expressly state that identification of products or services is not an endorsement of those products or services or their suppliers.

3.2.3 Conformity Assessment, Testing, and Training

In connection with ANS that relate to the determination of whether products or services conform to one or more standards, the process or criteria for determining conformity may be standardized as long as the description of the process or criteria is limited to technical, engineering, or scientific concerns and does not include what would otherwise be contractual or commercial terms.

It is permissible for health, safety, or environmental protection reasons to include a generic requirement for third-party, i.e., independent, conformity assessment, testing, or training. ANS shall not dictate the use or non-use of a particular conformity-assessment body, testing facility, or training organization.

However, for informational purposes, where known sources exist for products or services necessary to determine compliance with the ANS, it is permissible, but not obligatory, to identify the sources (which may include a source's name and address) in a footnote, an appendix, or reference to a website. The referenced products or services shall be reasonably available from the referenced sources, the words "or the equivalent" shall be added to the reference, and the reference shall also expressly state that identification of sources is not an endorsement of those sources.

11. ANTITRUST POLICY

EMAP has adopted the ANSI Antitrust Policy, as outlined in section 3.3 of the ANSI Essential Requirements.

12. METRIC POLICY

In accordance with section 3.5 of the ANSI Essential Requirements, EMAP accepts ANSI's Metric Policy which states that, "Units of the International System of Units (SI), the modernized metric system, are the preferred units of measurement in American National Standards."

13. CORRESPONDENCE

13.1 Committee Correspondence – Correspondence from a Committee member to the entire membership of the Committee shall be forwarded to the Commission for screening and distribution. All official Committee correspondence, including meeting notices,

agendas, reports, and letter ballots, shall be distributed by the Commission. Copies of all other correspondence between Committee members relating to the *Emergency Management Standard by EMAP* as well as other American National Standards developed by EMAP, shall be forwarded to the Commission.

13.2 External Correspondence – All official Committee correspondence to external parties must be approved by the Committee or its delegated representative and distributed by the Commission. Inquiries relating to the Committee and Standards shall be directed to the Commission. Committee members should advise individuals who contact them that the Commission handles responses to all inquiries.

14. APPEALS

14.1 Complaint – Persons who have been or may be affected by any Committee action, inaction, or decision shall have the right to appeal such action, inaction, or decision. The appellant shall file a written complaint with the Commission within thirty (30) days of receipt of written notice of the EMAP Commission action or decision or at any time with respect to inaction. The appeal must be in writing and must specify the grounds on which the appeal is made, which must be either a procedural violation or substantive error by EMAP in its review of a Standard that is at issue, the action or inaction at issue, and the specific remedial action(s) that would satisfy the appellant's concerns. Previous efforts to resolve the objections and the outcome of each shall be noted.

14.2 Response – Within 30 days after the receipt of the complaint, the EMAP Commission shall respond in writing to the appellant, specifically addressing each allegation in the complaint to the extent possible. The EMAP Commission shall attempt to resolve, informally, the complaint of the appellant.

14.3 Appeals Panel and Hearing – Within 30 days after the receipt of the EMAP Commission response, the appellant can file a formal appeal, at which time the EMAP Commission shall appoint an ad hoc appeal panel of three members and three alternates, none of whom will have had an affiliation with the program filing the appeal or with the accreditation or standards process related to the program. EMAP will confirm the willingness and availability of the panel and alternates to serve and notify the program of the proposed date for appellate review. The appellant program or individual and the EMAP Commission will have the opportunity to review the names of prospective appeal panel members and to challenge them for due cause (e.g., conflict of interest, bias, or other prejudicial infirmities). The EMAP Commission will rule on such challenges.

14.4 Conduct of the Hearing – The appellant has the responsibility of demonstrating improper action or inaction, the adverse effects therefrom, and the efficacy of the requested remedial action. The EMAP Commission has the responsibility to demonstrate that the Committee took all actions in question in compliance with these procedures.

14.5 Decision – The appeals panel shall render its decision in writing within 30 days of the hearing, based upon a preponderance of the evidence, stating its findings of fact and conclusions, with reasons, therefore, and citing the evidence. The EMAP Commission shall

notify the appellant and the Committee of the decision of the appeals panel, which shall be binding and final on all concerned.

Further appeal may be made directly to ANSI according to the appeal procedures in the *ANSI Essential Requirements*.

15. REVISIONS TO PROCEDURES

These Operating Procedures are maintained by EMAP. Proposed revisions to these Operating Procedures may be submitted in writing by any member, program, or committee member to the Executive Committee of the Commission, along with a supporting rationale for the proposed change. The Executive Committee of the Commission will present the proposed revisions to the Commission for review and consideration. The revised procedures are then submitted to ANSI for public comment, and ANSI review, and approval. Any approved revisions to these Operating Procedures shall be effective upon publication.

The Commission shall be responsible for the interpretation of these Operating Principles and Procedures.

End of Procedures